

1743 Keeping and Destroying Records
NIH Records Control Schedule

1500 TRAVEL AND TRANSPORTATION

Records related to movement of goods and persons under Government orders.

EXCLUDED from this section are

- (1) Accountable Officers' Accounts (See item 1900-A.)
- (2) Patients' Travel and Transportation. (See item 3000-E-41.)

1500-A-1 Passenger Transportation Files including paid copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1166), travel authorizations, transportation request registers, and all supporting documents.

- a. Located in OFM.
Disposition: Destroy when 6 years old.
- b. Obligation copy.
Disposition: Destroy when funds are obligated.
- c. Unused ticket redemption forms.
Disposition: Destroy 3 years after the year in which the transaction is completed.

1500-A-2 Passenger Reimbursement Files such as travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers documenting official travel.

- a. Located in IC travel office.
Disposition: Destroy when 6 years old.
- b. Obligated copy.
Disposition: Destroy when funds are obligated.

1500-A-3 General Travel and Transportation Files.

- (a) Accountability records.
Disposition: Destroy 1 year after all entries are cleared

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- (b) Correspondence, forms and related records, not covered above, pertaining to NIH travel and transportation of persons.
Disposition: Destroy when 2 years old.

1500-A-4 Lost or Damaged Shipments Files Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.

Disposition: Destroy when 6 years old.

1500-A-5 Records Relating to Official Passports.

- a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.

Disposition: Destroy when 3 years old or upon separation of the bearer, whichever is sooner.

- b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.

Disposition: Destroy when 1 year old.

- c. Passport registers. Registers and lists of agency personnel who have official passports.

Disposition: Destroy when superseded or obsolete.

[NOTES: (1) Official passports should be returned to the Department of State upon expiration or upon the separation of the employee. (2) Item 5b does not pertain to copies of the annual reports held by the Department of State.]

1500-A-6. Non-Federally Funded Travel.

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- a. Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive Branch agencies to the Office of Government Ethics. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties.

Disposition: Destroy when 4 years old.

- b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.

Disposition: Destroy 1 year after submission of report to the Office of Government Ethics.

1500-A-7. Federal Employee Transportation Subsidy Records.

Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.

Disposition: Destroy when 3 years old.

1500-A-8. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.